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BRYCE HOSPITAL
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JIM REDDOCH, J. D.
COMMISSIONER
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HOSPITAL DIRECTOR

**ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT SYSTEM POSITIONAN
EQUAL OPPORTUNITY EMPLOYER**

JOB TITLE: Personnel Specialist II

NUMBER: 14-14

JOB CODE: H2000 **SALARY RANGE:** 68 (\$31,488.00 - \$47,757.60)

POS.: #8801575

JOB LOCATION: Bryce Hospital

DATE: 7-3-2014

QUALIFICATIONS: Bachelor's degree in human resource management, business administration, public administration or a related field. Some experience (12 months or more) performing technical work in the area of human resource management in a state agency or equivalent personnel office setting.

OR

High School Diploma or GED equivalency, preferably supplemented with courses in personnel, business, or public administration. Five years experience (60 months or more) performing technical work in the area of human resource management in a state agency or equivalent personnel office setting.

KIND OF WORK: Assist in the coordination of activities involving recruitment, selection, placement, classification and pay, personnel transactions, certifications, and new employee processing. Enters and prepare job announcements and position approval paperwork for merit system and exempt hiring for Bryce Hospital. Prepare job announcements for new or replacement positions as needed. Review and evaluate applicant credentials to determine qualification requirements for position. Schedule and coordinate interview process. Prepare disciplinary actions and represent management in pre-disciplinary conferences. Maintain Position Control and Staffing databases. Provide training for new employees and supervisors. Serve as the representative for Human Resources on various committees. Provide advice and interpretation of State Personnel Board Rules, and Department of Mental Health and Facility rules, regulations and policies governing HR functions. Perform other related work as required by the Human Resource Director.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of DMH polices and procedures. Knowledge of State of Alabama Personnel policies and hiring procedures. Knowledge of pertinent Federal and State laws and regulations. Knowledge of the principles and practices of public personnel administration, regarding applicable rules, regulations, policies and State and Federal legislation. Knowledge of the Joint Commission, Medicaid and Medicare regulations as they relate to personnel standards. Must be able to work independently and have the ability to plan, organize, and prioritize work activities. Ability to be objective and fair in all situations. Ability to interact with all levels of staff in a courteous and professional manner. Ability to effectively communicate orally and in writing. Proficiency in the use of various computer software packages such as Microsoft Word, Excel, Access and Power Point.

METHOD OF SELECTION: Applicants will be rated on the basis of an evaluation of their training, experience, and education, and should provide adequate work history identifying experiences related to the duties and minimum qualifications as above mentioned. All relevant information is subject to verification. **Drug test required. Security clearances will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with patients.**

HOW TO APPLY: USE AN OFFICIAL APPLICATION FOR PROFESSIONAL EMPLOYMENT (EXEMPT CLASSIFICATION) WHICH MAY BE OBTAINED FROM THIS OFFICE Or The Official Web Site www.mh.alabama.gov. THE APPLICATION SHOULD BE RETURNED TO PERSONNEL OFFICE, BRYCE HOSPITAL, 1651 RUBY TYLER PARKWAY, TUSCALOOSA, ALABAMA, 35404 BY **UNTIL FILLED** IN ORDER TO BE CONSIDERED FOR THIS POSITION. DO NOT RETURN THIS APPLICATION TO THE STATE PERSONNEL DEPARTMENT. **PLEASE HAVE AN OFFICIAL COPY OF TRANSCRIPT (S) FORWARDED TO THE PERSONNEL DEPARTMENT AT THE ABOVE ADDRESS.** Only Work Experience Listed On The Application Form will be considered. Additional sheets if needed, should be in the same format as the applications. Resumes will not be accepted in lieu of an official application